

<b>Town of Amherst, New Hampshire</b>
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**JOB TITLE:** Director of Public Works

**DEPARTMENT:** Department of Public Works

**SUPERVISION RECEIVED:** Work is performed with considerable independence under the general administrative direction of the Board of Selectmen. Reports to the Town Administrator for day-to-day operations and is reviewed through conferences, reports, and program results.

**SUPERVISION EXERCISED:** Provides general administrative direction to laborers and equipment operators regarding work to be done, equipment used, project assignments and time limits. Reviews work in progress and upon completion for conformance with instructions.

**CATEGORY:** Full time, Exempt

**LABOR GRADE:** 19

**GENERAL SUMMARY:**

Assumes the responsibility for providing the overall leadership and development of the various Public Works divisions. These include highways, cemeteries, Baboosic Lake Septic, street lighting, solid waste disposal, Town buildings, and Town commons.

**ESSENTIAL JOB FUNCTIONS:**

(Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)

- Directs and schedules all activities of the department.
- Prepares and administers the annual budget for the entire department (currently approximately 4.3 million)
- Creates Strategic Planning for Department long-and short-range planning.
- Is responsible for all personnel matters and employee development including training, delivering feedback, administering evaluations, overseeing cross-training and certification based on employee responsibilities.
- Establishes and maintains effective working relationships with Town officials, other Town departments, employees, officials of other governmental jurisdictions, professional employees, consultants, contractors, the public and State and Federal agencies.
- Approves all purchase and expenditures.
- Maintains records pertaining to the various divisions of the department.
- Performs other related duties as required.

**KNOWLEDGE, SKILLS, EXPERIENCE, CERTIFICATION, AND TRAINING REQUIRED OR TO BE OBTAINED:**

- NH MS4 – Municipal Separate Storm Sewer System Permit
- Knowledge of National Pollutant Discharge Elimination System (NPDES) reporting
- Solid Waste Operations Management
- Underground Storage Tanks (UST) Operations and compliance

- Local Public Agency (LPA) Certification
- Inspection Station Management
- Community Septic management
- Extensive knowledge of highway construction and maintenance methods, materials, and equipment.
- Valid New Hampshire Driver license (CDL-B or A preferred)

### **MINIMUM QUALIFICATIONS REQUIRED:**

Graduation from a college or university with study in civil engineering and public or business management plus progressively responsible experience in municipal public works or related engineering operations, including at least three years supervisory and administrative experience; OR any equivalent combination of education and experience which demonstrates possession of the required knowledges, skills, and abilities.

### **OTHER REQUIREMENTS:**

- Working knowledge of computer word processing and spreadsheet applications, preferably Microsoft Office Suite.
- Ability to consistently meet deadlines.
- Ability to maintain confidentiality of sensitive information.
- The ability to apply and interpret laws and regulations, practices, and procedures.
- Ability to communicate effectively both verbally and in writing; to establish positive public relations for the Town; and to interact effectively with a wide variety of people.
- The ability to establish an effective working relationship with other employees; and ability to exercise logic and judgment in the performance of all duties.

### **PHYSICAL EXERTION / ENVIRONMENTAL CONDITIONS**

The Director of the Department of Public Works is considered an Emergency Responder and is subject to immediate callout when an emergency, disaster or breach of homeland security occurs. The Director is considered to be available for these types of events and will immediately respond, in accordance with Emergency Operations Center Plan, or when directed by the Town Administrator.

This position is 60% inside and 40% outside and may be exposed to all types of weather.

Duties may require heavy lifting (occasionally up to 50 pounds, assistance may be available), twisting, bending, reaching, squatting, kneeling, and may require crawling and climbing; working in garages in dirty and greasy areas, in cramped positions, with exposure to noise and other hazards from operating engines and equipment.

*The above statements are not intended to be an exhaustive list of all responsibilities and duties required.*